

**United States District Court
Western District of Oklahoma**

**INSTRUCTIONS FOR
SELECTION OF MEDIATOR AND
ARRANGEMENTS FOR THE MEDIATION SESSION**

- A List of the Panel of Mediators is available at the Status/Scheduling conference or in the Office of the Court Clerk - contact ADR Staff.
- Counsel are to agree on a choice for mediator. An alternative choice may be needed should any conflict of interest arise.
- Additional information concerning the mediators, i.e. resumes, fee schedules, etc., is available in the Book of Mediators available in the Court Clerk's Office and on the website at www.okwd.uscourts.gov.
- Counsel may discuss fees with prospective mediators when making arrangements for the mediation session. All mediators are to perform at least 1 pro bono mediation per year if requested by the parties in an appropriate case or if requested or ordered by the Court.
- Selection of the mediator and arrangements for the mediation session are to be made on the enclosed/attached form either within 10 days of the Order of Referral to Mediation - part of the scheduling order(s) for the case- or as otherwise directed or agreed at the status scheduling conference.
- The completed Selection and Order Appointing the Mediator and Setting the Session form should be returned to the Clerk's Office (Attention Mediation). All information concerning the name and address of the mediator, the date, time and place for the session is to be included so that the Order may be promptly filed.
- You may wish to review LCvR16.3, Supp. § 3.1 et seq. MEDIATION, the Mediation Handbook and give a copy of the booklet, ***RESOLVING DISPUTES IN FEDERAL COURTS*** to your clients.
- Please do not hesitate to call the Court's ADR staff for assistance.

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